

# Youth & Senior Services Division Chief



**Job Code:** 3251  
**Grade:** 134  
**Reports to:** Director of Parks, Recreation & Culture  
**Salary Range:** \$66,610 - \$103,762  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs administrative and supervisory work for citywide youth services and senior services programs; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work assignments requiring the exercise of initiative and independent judgment in organizing and supervising specialized recreation activities. Primary duties include developing and administering budgets; establishing performance measures; monitoring the collection of attendance, revenues, expenditures, supplies and payroll within the program; developing/implementing outreach curriculum, projects, center programs, workshops, monitoring program activities and implementing corrective measures, as well as planning/coordinating youth events. Work is performed under general supervision and is reviewed through meetings, reports submitted, and evaluation of results obtained. Employee may be required to work evenings, weekends and holidays

## **ESSENTIAL FUNCTIONS**

Planning, organizing, implementing, supervising, and managing youth service programs, staff, and activities; overseeing and participating in promotional activities; preparing and maintaining programs and operational files and records; preparing reports.

## **EXAMPLES OF WORK**

- Plans, develops, organizes, schedules, and supervises youth services and senior services activities and programs.
- Oversees the creation, planning and implementation of outreach curriculum, projects, center programs, and workshops.
- Prepares and monitors youth services and senior services annual budget and performance measures.
- Collects and tracks reports and records of attendance, revenue, expenditures, supplies and payroll.
- Researches and monitors upgrades, capital improvement projects and renovations at facilities.
- Recruits, hires, trains, supervises, and evaluates instructors and other staff; consults with and advises staff.
- Develops innovative programming; promotes programs through news releases, flyers, and personal interviews.
- Prepares budget and monitors expenditures for program against revenues; performs fiscal monitoring and development.
- Responds to citizen suggestions and inquiries for program improvements.
- Observes programs in progress and inspects equipment for compliance to program and safety standards.
- Supervises youth sports and recreation programs.
- Coordinates activities and projects with other departments within the City.
- Develops team work plan for short and long term planning.
- Acts as resource person to community and civic groups.
- Acts as representative of the Recreation Department at meetings or conferences.

- Plans and organizes community, special, and/or seasonal events.
- Maintains and encourages liaison and confers with community groups and individuals, news media, and others to develop an active public relations program
- Conducts research and writes reports regarding new and existing programs.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles and practices of community recreation and the theory and philosophy of recreation.
- Thorough knowledge of the rules, methods, procedures, fields, and equipment of a wide variety of recreational activities.
- Thorough knowledge of the objectives and activities of public recreation and principles and methods used in organizing and directing recreation activities and centers.
- Ability to plan, develop, and administer a comprehensive recreation program utilizing full time and part time personnel.
- Ability to maintain effective working relationships with participants, community, neighborhood groups, other employees, and the general public.
- Ability to develop community participation and interest in recreation through an active public relations program.
- Ability to speak and write effectively.
- Ability to prepare clear and adequate reports and maintain records.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Physical Education, or related field. Five (5) to seven (7) years of progressively responsible experience in organized community recreation programs, including at least four (4) years of experience in a responsible supervisory and/or administrative capacity; or any equivalent combination of education, training, and experience.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires standing, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, insects, and other atmospheric conditions.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of CPR, First Aid, and AED certification.

- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Youth & Senior Services Division Chief position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes    ☐ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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